

Maryland Higher Education Commission

How To Obtain Your Student Transcript If Your **COLLEGIATE** Post-Secondary School Closed

To request a transcript, please complete, sign and submit this Transcript Request Form to the Maryland Higher Education Commission. If you do not use this form, please submit a written, *signed* transcript request that includes all of the information listed below.

- **THERE IS NO CHARGE FOR TRANSCRIPTS.**
- Please print clearly or type. Include all requested information.
- **PLEASE ALLOW 14 DAYS FOR PROCESSING.**
- If you have questions, you may call 410-767-3298 or 800-974-0203, ext. 73298.

STUDENT INFORMATION

<i>Current Name and Mailing Address</i>			
Last:	First:	MI:	
Street:	City:	State:	Zip:
Daytime Phone Number:		Email Address:	
Social Security Number:			Date of Birth:
<i>Name Used When Enrolled at the School if different from above</i>			
Last:	First:	MI:	

CLOSED SCHOOL INFORMATION (Maryland Private Career Schools and Colleges ONLY)

Closed School Name:	Location (MD city):
Dates Attended:	Program Enrolled in:

WHERE TO MAIL OFFICIAL COPY OF TRANSCRIPT

(Please note that official, unsealed copies of transcripts cannot be sent to a student)

Name or Title of Person:			
Name of School or Business:			
Street:	City:	State:	Zip:
Number of official transcripts to be mailed to this school or business: _____			
Please indicate if you would like a copy of an <u>unofficial</u> transcript sent to you, the student: Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
Number of <i>unofficial</i> transcripts to be sent to your current address: _____			
(Official, unsealed copies of transcripts cannot be sent to a student.)			

<i>Transcript cannot be released without student's signature</i>	
_____ Student Signature	_____ Date

Mail or Fax completed form to: Maryland Higher Education Commission
Division of Planning and Academic Affairs
Attention: Transcript Request - Collegiate
6 N. Liberty Street, 10th Floor
Baltimore, MD 21201
Fax No.: 410-332-0270